



Management Systems

MANAGEMENT BULLETIN

Subject: Mandatory Monthly CDD-801A (Monthly Child Care Population Information) Data Collection Submittal and Instructions	No: 01-15
Authority: Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PL 104-193); Federal Regulations: 45 CFR Part 98, Child Care and Development Fund (CCDF), Subpart H—Program Reporting Requirements, Sections 98.70-.71); California Education Code Section 8261.5.	Date: September 2001
Reference: Management Bulletin 00-17	Expires: When Rescinded

ATTENTION: EXECUTIVE OFFICERS/SUPERINTENDENTS; PROGRAM DIRECTORS OF ALL CALIFORNIA DEPARTMENT OF EDUCATION (CDE) CHILD CARE AND DEVELOPMENT PROGRAM CONTRACTS (except Resource and Referral Program Contracts)

PURPOSE

The purpose of this Management Bulletin (MB) is to notify you that agencies are required to electronically submit their monthly CDD-801A reports at the CDMIS secure web site starting with the November 2001 report. Starting with the November 2001 report month (reports due December 15), CDE will no longer accept paper monthly CDD-801A reports.

Note: The November date is a change from previous notices. Additional data elements are being added to the CDD-801A to meet federal reporting requirements.

This applies to ***all*** CDE Child Development Division (CDD) child care and development program contractors. It does not apply to Cal-SAFE programs, which will be phased in later as part of the comprehensive child development data collection system.

We anticipate that with the advance notification that has been provided all agencies, beginning over a year ago, all agencies will be able to access the web to do their monthly reports. ***Failure to report or to correctly report will result in withholding of non-complying contractors' child development apportionments consistent with their funding terms and conditions.***

BACKGROUND

As stated in prior MBs, CDE is automating the CDD-801A reports in order to meet federal time lines for submission of sample reports (CDD-801Bs) and to comply with federal annual aggregate reports that require unduplicated information on all families, children, and providers in CDD-subsidized child care and development programs. Agencies will still have to submit paper CD-800 reports this year (November 2001) and next year (November 2002) for the federal fiscal year (FFY) 2000-01 and 2001-02, respectively. If

agencies submit complete CDD-801A reports, they will not have to submit CD-800 reports thereafter.

The benefits of electronic submission include:

- Immediate feedback on data quality;
- Improved data quality;
- The ability to submit data at the sub-agency level;
- More timely production of CDD-801B sample reports (so that agencies will have records more accessible);
- Reduced mailing costs; and
- Availability of data for local program management (for those agencies that do not already have it readily available).

The benefits of the new data elements are:

- The ability of state and local agencies to readily answer questions about the number of families and children receiving subsidized child care, the types of child care families are using, the ages of children receiving child care, where families and children who receive child care reside (by zip code and county), and the number of providers statewide;
- The ability of the state to match fiscal and program data; and
- The availability of state and local data for policy and budgetary decisions. Data will be available to assist local planning councils and child care providers.

CDE, in consultation with our field advisory group and our contractor, has developed two ways for agencies to submit data electronically as well as a way to assist some agencies with their initial report. The two ways to submit CDD-801A reports are Electronic File Transfer and Web Input.

Electronic File Transfer

What is it? Electronic File Transfer is a method whereby agencies can transfer specifically formatted files to CDE via a secure upload process.

How is it done? Agencies must first follow detailed format requirements to develop a correctly formatted text file containing information on all their families receiving CDD-subsidized child care. Each month the agency will log on to the secure CDMIS web site and follow directions for completing the CDD-801A electronic file transfer. Agencies that have elected to use electronic file transfer may use web input to delete or add families, correct errors on individual families, and add data.

What agencies should choose this method? Agencies that believe they have too many cases to do individual family data entries each month via an interactive web page and that have the technical capacity to follow the detailed directions for formatting their file should choose this method. **Files that do not meet formatting and completion standards will be rejected. Detailed formatting and completion standards are posted at the CDMIS information web site (<http://www.cde.ca.gov/cyfsbranch/ms/cdmis/>).**

Who can assist me? Contact your information technology shop, team up with other agencies, or contact one of the vendors at the CDMIS information web site. CDE does not have the capacity to assist every agency.

Web Input

What is it? Web input requires agencies to enter data about each of their subsidized families each month by filling in blanks on a web form.

How is it done? You must log on to the secure CDMIS web site and enter family information family-by-family. If you select the October to November copy-forward method (see below), you would copy your October information to November and then update it by adding and deleting families or updating information for selected families. For subsequent months, you will be able to copy all information forward from the prior month, and then add and delete families, and update information for selected families.

What agencies should choose this method? Agencies with a small number of families that can more easily be updated via the web on a family-by-family basis should choose this method as their primary submission method.

Who can assist me? There will be a variety of materials available for download from the CDMIS information web site. A small number of staff from Management Systems will be available to answer questions AFTER you have read these materials.

IMPLEMENTATION OPTIONS

Copy-Forward Assistance

If you want CDE to upload your October 2001 CDD-801A data to the system for timely November 2001 reporting, then you **MUST** submit a ***complete and correctly formatted*** CDD-801A paper report to Management Systems no later than November 15, 2001. You are encouraged to submit this report as early as possible in November. In December, you will be able to log on to the system and use the web interface to copy forward your October data to November and to update that data, by deleting and adding families and updating information about those families via the web. Agencies choosing electronic file transfer will not use this copy-forward option.

Sub-agency Reporting Requirements

With paper CDD-801A reports, agencies have been required to compile all site reports and submit them together. We recognize that electronic submission poses additional challenges to agencies due to the widely varying degree of automation among sites, programs, and subcontractors. In recognition of this added complexity, agencies will be able to submit CDD-801A reports by sub-agencies, as they define them. This could be by site, contract type, subcontractors, or any combination that agencies choose.

Regardless, agencies will still be responsible for ensuring that their sub-agencies report accurately and timely. CDE will hold agencies accountable for their sub-agencies' reporting.

The creation of sub-agencies brings up issues of control and accountability for agencies. ***We recommend that agencies establish the minimum number of sub-agencies necessary and that agencies control this via a selected program director (if an agency has more than one program director) who obtains the concurrence of the agency executive director.***

In order to accommodate the copy-forward process with the October 2001 reports, agencies that plan to use sub-agency reporting ***must*** identify what those sub-agencies will be and submit batch sheets separating their October 2001 reports by sub-agency (see attached Sub-Agency Creation Request forms and instructions). These sub-agency categories will allow CDE to break out data from October by agency-designated sub-agency for the copy-forward feature. ***If this break out is not done with the October report, then the copy-forward option will only allow agencies to copy forward an entire file without regard to their sub-agencies.*** Do not submit the Sub-Agency Creation Request forms if you do not want CDE to set up sub-agencies for your November report.

Agencies need to give careful thought to whether they want sub-agencies, and if so, what they should be. Sub-agencies should only be used due to necessity—different data systems within an agency can't upload files in the same way due to different automated systems used by each sub-agency. The new CDE system will allow agencies to both identify the sub-agencies and to describe what kinds of families they cover (e.g., all State Preschool families, all families with subcontractor ABC Child Care, all alternative payment families, etc.).

SUBMISSION OF CDD-801A REPORTS

Both the Electronic File Transfer and Web Input reporting methods require that the agency use the Internet with either Internet Explorer 5.0 or higher or Netscape Communicator 4.75 or higher. This level is required in order to ensure the security of the data being sent to CDE. ***Agencies that must acquire equipment or secure vendor assistance need to review their funding terms and conditions to determine whether prior approval by Child Development Division is required.***

Agencies that submit October data late will face at least a two-week delay in uploading by CDE. Late reports may result in withholding of future apportionments. Incorrectly completed CDD-801A reports will be rejected. ***The final date for agencies to submit October reports and use the copy-forward feature for November reports is November 21.***

The minimum information required for the copy-forward system and November 2001 reports is the same data that is currently required on the CDD-801A paper reports. This information is:

- The family identification number or the head of household's Social Security Number;
- The head of household's complete name (see Data Definitions for treatment of foster care cases);
- The zip code of the family's residence;
- Indication if family is a TANF recipient;

- Indication if family's income is greater than 75 percent of State Median Income;
- Family's reason for receiving child care; and
- Family's program codes.

The CDMIS information web site contains complete information on these data elements, including their definitions. Also, see Management Bulletin 01-12 for common errors to avoid.

NEW DATA ELEMENTS

The following new data elements will be required for the CDD-801A reports. Agencies are expected to add the new data elements as soon as possible, but no later than with their June 2002 reports, which are due July 15, 2002. The new elements are:

- FIPS Code (5-Digit County code);
- Names of Children Receiving CDD-Subsidized Child Care;
- Date of Birth of these Children;
- Provider Federal Employment Identification Number (FEIN)/SSN;
- Type(s) of Child Care (for each Child); and
- Program Codes ***for each child by each Type of Care***. (Family program codes will no longer be required.)

(See the CDMIS information web site for complete definitions.) All new data elements are necessary to meet federal reporting requirements.

IMPORTANT DATES

DATE	TASK
November 15, 2001	Due date for October CDD-801A (with sub-agency batch cover sheets, if agency wants to use copy-forward feature with sub-agencies created by CDE)
November 21, 2001	Final due date for October CDD-801A reports if agency plans to use the copy-forward feature
December 10, 2001	CDE will mail user names and passwords to agencies that have not yet done electronic CDD-801B reports
December 15, 2001	CDMIS secure web site will be available to agencies for November CDD-801A reports (if available earlier, will be posted on CDMIS information web site)
July 15, 2002	Agencies must report all new data elements on their CDD-801A reports

RESOURCES TO HELP ME

Vendors

As a result of the Information Technology Survey conducted last year, the Department was able to identify several vendors that provide electronic reporting services to CDD contractors. CDE has posted their names, contact information, and references at the CDMIS information web site. ***CDE does not endorse any of these agencies; make sure that you check their references if you plan to use them.*** If you are aware of other

vendors, please let us know via an email to cdmis@cde.ca.gov so that we can update our list.

CDE Web Sites

All reporting requirements will be provided on Management Systems' CDMIS information web site at <http://www.cde.ca.gov/cyfsbranch/ms/cdmis/>. This site will have all applicable Management Bulletins; frequently asked questions (general and technical); step-by-step directions for data entry; and detailed data definitions, data sources, and commonly made mistakes (with the solutions to those mistakes).

Regional Training

Both CAPPA and CCDAA have volunteered to provide updated information at their regional conferences.

Written Material

CDE will provide the detailed information and instructions described above at the Management Systems CDMIS information web site. The instructions will cover both initial entry and updates to both the web input system and the electronic file transfer system. These instructions will be available for downloading and use as training materials for your staff.

Training at the CDD Conference October 17-18

Two workshops will be offered at the CDD Conference in October, one on the CDD-801B reports and the other on the CDD-801A reports. ***No agency should wait until October to decide how it plans to implement.*** These workshops will provide an overview of the reporting requirements and answers to commonly asked questions, and will discuss the reporting systems. Management Systems staff will also be available at the Management Systems booth to answer individual agency questions.

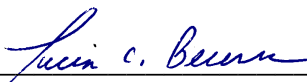
INSTRUCTIONS

1. All contractors (except resource and referral programs) receiving child care and development program funds (either state or federal) from CDD are required to submit complete and accurate monthly CDD-801A reports by the fifteenth of the month following the report month. This applies to contractors with the following program codes:

F2AP Federal AP CalWORKs Stage 2	GCAM General Campus Child Care
F3TO Federal AP CalWORKs Stage 3	GCPS General Child Protective Services
FAPP Federal Alternative Payment	GCTR General Center-Based Child Care
FCPS Federal Child Protective Services	GFCC General Family Child Care Homes
FCTR Federal Center-Based Child Care	GHAN General Severely Handicapped Programs
FFCC Federal Family Child Care Homes	GHUD General Housing and Development Program
FHUD Federal Housing and Urban Development Program	GLTK General Latchkey

FMAP Federal Migrant Alternative Payment Program	GMIG General Migrant Child Care
G2AP General CalWORKs Stage 2	GPRES General State Preschool
G3TO General CalWORKs Stage 3	GWAP General Full-Day State Preschool
GAPP General Alternative Payment Programs	

2. Agencies must report each family receiving CDD-subsidized child care once (and only once) in the report month.
3. Agencies may submit more than one report per agency if they have sub-agencies. ***If an agency has multiple contracts and/or sub-contracts, the single agency is responsible for ensuring the submission and accuracy of all reports.*** Reports are due the 15th of the month following the report month. An agency that is closed part of the year (e.g., during the summer months) is required to notify the Department the month prior to closing, what contract types are included in the closure and for what months (notification via email to cdmis@cde.ca.gov).
4. If you have questions, please contact Sandy at (916) 323-6060 or Nirmala at (916) 323-1336 or via email to cdmis@cde.ca.gov. Contact your assigned CDD consultant for changes in program directors. Attached is a listing of the geographic assignment for each CDD consultant and his or her telephone number.
5. This Management Bulletin replaces Management Bulletin 00-17, effective with the November report month.



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Attachments:

Instructions and Forms for Sub-Agency Creation Requests
CDD Consultant Assignment listing